

Library Trustee Meeting  
Tuesday, August 14, 2018

Phone Call meeting with Ron Lamarre.

Meeting called to order at 5:00PM

Trustees Present: Ann Butler, Jonathan James, Paul Eldridge, Virginia Lovett, Lisa Garcia, Bill Bayard, Betty Strader

Others Present: Erin Apostolos (director), Sarah Johnson (alternate trustee)

Lavallee Brensinger can help us with Fundraising with flyers and brochures. Contact Ron about flyer after CIP in October.

Betty asked that Ron include people in the updated renderings.

Trustees need to meet to go over CIP suggestions, research and figure out what to incorporate and to defend what not to incorporate. Prior to October.

The parking lot is a town project, but BOS and Trustees should meet to talk about the final design to be sure it's meeting both needs.

We should still meet with Revision energy about Solar. Ron can set this up. Wolfeboro is 16,000 square feet and determined it was too small to make solar worthwhile. We need to come up with our own conclusions.

Freeze electric regarding energy savings.

Design Committee includes: Betty Strader, Jonathan James, Ann Butler, Ginny Lovett and Erin Apostolos

Meeting adjourned at 5:40PM.

Trustee Meeting

Meeting called to order at: 5:47 PM

Trustees Present: Ann Butler, Jonathan James, Paul Eldridge, Virginia Lovett, Lisa Garcia, Bill Bayard, Betty Strader

Others Present: Sarah Johnson (trustee alternate), Erin Apostolos (director), Matthew Gunby (head of circulation), Chris Leland (assistant director), Jim McFarlin (head of Meredith Library Fund)

- I. **Secretary's Report-approve minutes of July 10, 2018. Sign previous minutes. Motion made by Jonathan James, seconded by Paul Eldridge. Motion carries.**

II. Treasurer's Report: **Motion to approve made by Betty Strader, seconded by Jonathan James.**

- a. Book purchases from local authors.
- b. Lawyer cost to get Meredith Library Fund started.
- c. **Motion carries.**

III. Library Director's Report

IV. Old Business

- a. Meredith Library Fund 501c3- meeting weekly until Labor Day, Thursdays at 5:00 PM at Remax. After Labor Day, weekly 7:00 PM on Tuesdays at Remax. Last meeting:
  - i Independent Meredith Library Fund will be drafting Letter of Understanding with the Board of Trustees, town manager and Select Board. Draft created.
  - ii \$1.125 million goal set. Not a commitment.
  - iii Working to create letterhead for Fund documents.
  - iv Creating documents for fundraising packet: Description of packet, exterior, interior, pledge form, naming rights by room.
  - v Working on list of major potential donors.
  - vi Ann Butler is writing thank you notes for participants of the fundraising survey.
  - vii Working on case statement.
  - viii Working on website.
- b. Investment Policy Subcommittee Report: Committee met. Nine proposals to take over management of investments. Narrowed down to five for further inquiry. Will likely interview five. Check references. Will select a nominee to bring to full board and an alternate option.
- c. Building Design Subcommittee Report- completing current contract. Will wait for CIP meeting before any further contracts. New committee members: Jonathan James, Virginia Lovett
- d. Meeting procedure details.
- e. Advocacy Subcommittee Report: notice will be sent out shortly for next meeting. Work on joint letter between trustees and town. Goal for week after Labor Day. **Thank Paula and Pam for the work they did on float.** Looking for writers to join advocacy committee. Ask Friends if they have any interested people.
- f. Strategic and Long Range Plan: meeting on Thursday August 23<sup>rd</sup> in Nonfiction.
- g. Lights in Children's Room- Trial version has been installed upstairs.

- h. Survey Committee: Revision to question 3. Add additional option of other. **Motion to accept survey with amendment made by Betty Strader, seconded by Lisa Garcia. Motion carries.**
- i. Taking cards for payment: Square: costs nothing to begin, 2.75% cost moving forward. Must be connected to an account. Create separate banking account or use existing Northway Bank account. Concern with liability. Receipt options. **Motion to open Square account attached to Northway account made by Virginia Lovett, seconded by Paul Eldridge. Motion carries, Betty Strader opposed.** Policy committee will look into whether processing fees need to be added to lost items.

V. New Business

- a. Library Card Challenge: September Library Card Month. Most new registered borrowers. **Motion to participate in Library Card challenge made by Betty Strader, seconded by Virginia Lovett. Motion carries. Matthew Gunby will update patrons in system prior to September 1<sup>st</sup>.**
- b. Perpetual Calendar
- c. Friends Update: Book sale August 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>. Book-It 5k. Once Read Books doing well.

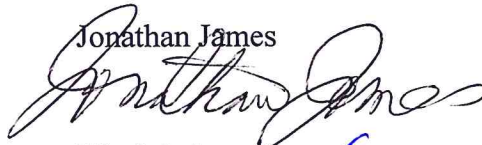
VI. Other Business

- VII. Save the Date: October 12<sup>th</sup>: 9-3. **Motion made by Paul Eldridge, seconded by Bill Bayard to close library Friday October 12<sup>th</sup> made by Motion carries. Betty Strader opposed.**
- VIII. Meredith Library Fund Survey. Waiting to receive interview quotes merged with portions of the report with personal information redacted. Half of Kate Bishop Hamel's fee will be paid now and half upon update of the report. **Lisa Garcia will email Erin Apostolos with changes to report.**
- IX. Create checklist for treasurer's position.
- X. **Ann Butler will check with Northway Bank to determine who is on the account.**
- XI. Read over motions and actions
- XII. Adjournment--Next meeting: Thursday, August 23, 2018, 6:00PM
  - a. Meeting adjourned at 7:05 PM.

Ann Butler

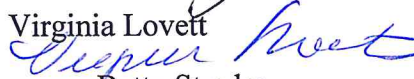


Jonathan James



Paul Eldridge

Virginia Lovett



Lisa Garcia

Bill Bayard

Betty Strader

